



**Department of Public Instruction**  
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**MEMO TO:** Title I Authorized Representatives and Coordinators

**FROM:** Laurie Matzke, Division Manager  
Student Support & Innovation

**DATE:** September 28, 2015

**RE:** Request for Title I Reallocated Funds

The purpose of this memo is to announce that the Office of Federal Title Programs is reallocating unspent Title I, Part A funds. These funds follow Title I regulations and can be spent on any allowable Title I activity, depending on the school's designation (i.e., targeted assistance, schoolwide).

If you are planning to apply for Title I reallocated funds, please review the information within this memorandum. Specifically note:

- **The deadline to apply for Title I reallocated funds is Wednesday, October 28, 2015.**
- **The grant period to spend the Title I reallocated funds is July 1, 2015 to June 30, 2016.**
- **The district must have the Title I section of the consolidated application approved before being eligible for reallocated funds.**
- **The district must have all of their Title I funds obligated. If you have any unobligated funds, you must use those dollars first before requesting additional Title I funds.**

**Rationale for Reallocated Funds**

For Title I purposes, districts are only allowed to carry over a certain percentage of funds based on the allocation amount. Excess Title I funds are then reallocated to districts that can demonstrate a need for additional funds, based on criteria established by the state agency. The Title I law states the following regarding reallocated funds:

“If a State educational agency determines that the amount of a grant a local educational agency would receive under Sections 1124, 1124A, and 1125 is more than such local agency will use, the State educational agency shall make the excess amount available to other local educational agencies in the State that need additional funds in accordance with criteria established by the State educational agency.”

**Supplement, not Supplant**

Reallocated Title I funds must supplement, not supplant. These funds are available to school districts that would like to add to their Title I program and need additional funds to accomplish their plan.

**End of Year Addendum**

All reallocated funds must be expended during the 2015-2016 school year. **If these funds are not expended when you submit your Title I final financial report, they will be deducted from the amount you are allowed to carry over for the 2016-2017 school year.** An addendum attached to the final financial report will be required to be completed in July 2016 by all districts receiving reallocated funds. This addendum will indicate whether the district has expended all of the additional reallocated funds received. In addition, school districts that received reallocated funds must attach a detailed accounting ledger of all Title I expenditures to the final financial report.

### **Priority**

First priority for reallocated funds will be given to schools that can demonstrate that reallocated funds will be used to:

- **Extend Direct Services to Title I Students** (e.g., summer school, after school program, extending Title I staff contract, preschool, etc.). Districts may also request reallocated Title I funds to replace local funds used to support a Title I teacher in order to maintain the same level of Title I services, as long as the request follows the new equity requirements.

Requests for supplies, equipment, professional development, etc., will be considered a second priority request and considered only after all first priority requests are funded.

After all applications for reallocated funds have been received, we will separate them into categories of first priority, second priority, and those ineligible for funding. Every attempt will be made to fund all applications that meet first priority criteria. Applications requesting reallocated funds to be used for second priority applications will be considered for approval **if** funds are still available after approving all applications meeting the criteria for first priority as listed above.

### **Equity of Grant Size/Range**

Reallocated funds are available to Title I schools wanting to add to their program. The average range for reallocated grant funds is \$3,000 to \$10,000. A new policy implemented last year is once again being used in order to ensure equity in the grant awards.

<b>2015-2016 Title I Allocation</b>	<b>Maximum Percent</b>
\$0 to \$35,000	20% of allocation
\$35,000 to \$300,000	15% of allocation
\$300,000 to \$500,000	10% of allocation
Allocations greater than \$500,000	5% of allocation

\*Individual school buildings in large districts that participate in the targeting process are eligible to apply based on their building allocation, as long as the district doesn't exceed their maximum percent.

### **Instructions**

To apply for Title I reallocated funds, please submit an application via the STARS Consolidated Budget Revision. There is a box to check indicating that the budget revision is to request reallocated Title I funds. **Hard copy applications will not be accepted.** The budget revision section has not yet been opened up on STARS. Schools can begin the planning process and submit their reallocated budget revision request once the system is opened up in early October 2015.

We hope to have all applications for reallocated funds awarded by early November, 2015.

When completing the application (via a budget revision on STARS), you will need to provide details on how you arrived at the amounts you are requesting. Please refer to the samples provided with this letter.

If you have any questions or need assistance, please contact me at [lmatzke@nd.gov](mailto:lmatzke@nd.gov) or (701) 328-2284, or Shauna Greff, Title I Fiscal Officer, at [sfgreff@nd.gov](mailto:sfgreff@nd.gov) or (701) 328-2958.

## Sample Narratives for Reallocated Funds

### Sample #1

**Specifically describe how the reallocated funds will be used. Address why your district has a need for these additional funds. Describe how these funds are supplemental and what specifically would be added to your Title I program if reallocated funds are approved.**

Our school district has many students in need of additional services in Title I. Therefore, we would like to add a Title I afterschool program. Our regular Title I allocation is not large enough to cover additional services such as an after-school program and we hope to obtain reallocated funds so that we can assist those students needing additional Title I services. These supplemental funds would cover the cost of salary, benefits, materials, and supplies needed to operate a Title I after-school program. The program would run from January 5 through May 13, 2016. Since the students would attend the after-school program from 3:00-5:00 p.m., we feel a healthy after-school snack is needed. We will also need other after-school supplies.

We would like to hire 2 teachers x 2 days per week x 2 hours per day x 18 weeks @ \$25 per hour per teacher = \$3,600. Fringe Benefits for the 2 teachers @ 15.7% = \$3,600 x 15.7% = \$565.20. We are figuring \$40 per week for after-school snacks and supplies needed for the program 18 weeks @ \$40 per week = \$720. The program will operate for 36 days and will begin on January 5 and operate through May 13.

Salary for Teaching Staff for the afterschool program = \$3,600.00 – Object code 110  
Benefits for Teaching Staff for the afterschool program = \$565.20 – Object code 200  
Snack and Supplies for the afterschool program = \$720.00 – Object code 600

**Total cost of a Title I After-School Program = \$4,885.20**

### Sample #2

**Specifically describe how the reallocated funds will be used. Address why your district has a need for these additional funds. Describe how these funds are supplemental and what specifically would be added to your Title I program if reallocated funds are approved.**

Our school district has many students in need of additional services in Title I. We would like to offer a summer school program to enable struggling students some additional assistance in both math and reading. In the past, we have found that the three months of summer without some formal instruction sets already struggling students even further behind. Our current Title I allocation does not allow any funding for a Title I summer school program. The additional funds requested would assist the district in obtaining two qualified Title I teachers to conduct a Title I summer school program. The last day of regular school activities is May 20, 2016. We would like to operate the summer school program for 24 days, starting on May 27, 2016 through June 29, 2016.

These supplemental funds would cover the cost of salary and benefits needed.

Salary per hour per teacher \$17 x 2 teachers = \$34 x 4 hours per day = \$136 x 24 days = \$3,264  
Benefits = \$3,264 @ 15.7% = \$512.45

Salary \$3,264 – Object code 110  
Benefits \$512.45 – Object code 200

**Total cost to run a Title I Summer School Program = \$3,776.45**